Montana Office of Public Instruction
Denise Juneau, State Superintendent
opi.mt.gov

MAEFAIRS INSTRUCTIONS
ARRA Quarterly Reporting

Please follow these instructions when completing your ARRA Quarterly Reports. The reports are due to OPI by the dates shown below:

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Date Range of Quarter	2/17/2009 through 9/30/2009	10/1/2009 through 12/31/2009	1/1/2010 through 3/31/2010	4/1/2010 through 6/30/2010
Submit to OPI No Later than	September 30, 2009	December 31, 2009	March 31, 2010*	June 30, 2010*

* Submit all General Fund State Fiscal Stabilization Fund (GF SFSF) reimbursement requests by the end of the 3rd quarter to ensure complete payment of FY 2010 GF SFSF revenue.

** Submit by June 5 if requesting GF SFSF reimbursement for the 4th quarter. The June 25 Direct State Aid payment will be adjusted downward if a district does not submit reimbursement request(s) for their full GF SFSF entitlement.

Log in to the MAEFAIRS web application - http://data.opi.mt.gov/Maefairs/frmDefault.aspx

1. Enter User Name
2. Enter Password

For help logging in, call Donell Rosenthal at 406-444-3024 or drosenthal@mt.gov

Hover over the **Data Entry** option and click on **ARRA Reporting**

Click on the **Legal Entity** (LE) drop down box to choose the LE Name and number.

Read the information on the **Instructions & Due Dates** tab.

Click on the **DUNS #** tab

1. Enter the DUNS number for the selected LE. Then click on the **Save DUNS#** button. Make sure the message "The DUNS # was successfully saved" appears. *This step will only need to be completed in your first report.*

Click on the **GF SFSF Expenditures** tab

1. Read the information on the page before proceeding.

2. The **Maximum Request** amount (in blue) is the portion of FY2010 Direct State Aid (DSA) for this LE that is supported by General Fund State Fiscal Stabilization Funds (GF SFSF) (CFDA # 84.394).

3. The **Still to be Reimbursed** amount (in blue) is the amount of GF SFSF that has not been requested for reimbursement to date. The amount recalculates as you enter expenditures for the quarter. If it is in red (i.e., negative number), you have recorded more expenditures than the maximum request allowed. You will not be able to submit your report until you fix this error by changing one or more of the expenditure amounts.

4. Identify General Fund expenditures for which the LE is requesting reimbursement. Click on the **Add An Expenditure** button
    - Select a function code by clicking on the down arrow of the **Function Code** field.
    - Click on the function code you want to report.
    - Hit "Tab" key and enter an amount in the **Amount** field.
    - Click on the **Update** button to save the line item.
    - Click on the **Cancel** button to cancel input of the current entry (i.e., start over with that expenditure).
        * Note: Each function code is provided one data entry line. (i.e., function 1XXX – Instruction must be entered as one entry of $50,000, not 5 entries of $10,000)
    - Click on the **Delete** button to delete an expenditure you want to remove. MAEFAIRS will display a message asking you if you are sure you want to delete the expenditure.

Click on the **Vendor** tab.

NOTE: The prime recipient must report on behalf of all members of the system, consortium, or cooperative.

1. For each program listed, state the number of vendors you paid less than $25,000 for the quarter.

2. Enter the total amount paid to all vendors you paid less than $25,000 each during the quarter.

3. Click on **Yes** or **No** to indicate whether you paid any vendor $25,000 or more during the quarter.

4. If you select yes, click on the **Add a Vendor** button.

5. Complete the vendor name, vendor zip code, and amount paid during the quarter fields. The amount entered must be greater than or equal to $25,000.

6. If you did not report a vendor who should have been reported in a prior quarterly report, you may add the vendor in a subsequent quarterly report. Please send an email to OPI to alert them to notice the correction.

Click on the **Jobs Created & Retained** tab

NOTE: The prime recipient must report on behalf of all members of the system, consortium, or cooperative.

1. Click on the down arrow of the **Programs** drop down box to see the list of programs. The prime applicant for the award is the only entity who sees the program on their drop-down list.

2. Enter the quarterly hours paid with the ARRA funding source (**Qtrly Hrs Paid w/ ARRA**). Enter zero if there were no hours for this program.

If you did not report all hours you meant to report in a previous quarter, you may add them here for inclusion in the cumulative totals.

3. MAEFAIRS calculates and fills a **Quarterly Jobs (FTE) – Cumulative Figure** in the last row. Review this figure and leave unchanged OR enter a new number if you have information that calculates what you believe is a better estimate.

4. Click on **Save Program Data**. Make sure that the message "The program data was successfully saved" appears.

When finished, click on **Submit to OPI** (button to the right of the LE drop down menu)

If any required information has not been completed, a validation will be triggered. Please review the validation, fix the error, and click on **Submit to OPI** again.

To print a copy of a quarterly report:

1. Hover over the **Reports** option and click on **ARRA Report**.
2. Under the **Select District(s)** area, select an LE to print a report for.
3. Select the **Quarter** you wish to print by clicking inside the proper radio button.
4. Select **Print to PDF** and print a copy for audit records.